

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK  
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS  
SPECIFICATION NO. 06-099**

The City of Lincoln intends to sell and invites you to submit a sealed bid for:

**The Sale of Eleven (11) Used Audio/Hearing Testers**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S  
SPECIFICATIONS ATTACHED**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon Wednesday, March 15, 2006** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened at the K Street Complex, reading only the names of the firms submitting proposals.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Bids may be downloaded from the City's website at [www.lincoln.ne.gov](http://www.lincoln.ne.gov) Keyword: Bid. Prospective submitters must monitor the bid listing for *any addendums*. Late bids will not be considered. Fax or e-mail bids are not acceptable. Bid response must be in a sealed envelope

# **INSTRUCTIONS TO BIDDERS/TERMS OF SALE**

## **CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION**

### **1. BIDDING PROCEDURE**

- 1.1 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.2 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.3 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.7 All bid prices, alternate terms and any other conditions proposed by the bidder must be submitted in their entirety in writing and attached to the Proposal Form.
- 1.8 Any loading, weighing or any other labor or expense involved in the transport of the equipment shall be the responsibility of the successful bidder.

### **2. BIDDER'S SECURITY**

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check or cashier's check in the amount of **five (5%) percent of the total amount of bid** must be submitted with the Proposal Form.
- 2.2 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.3 If successful bidder fails to make full payment within the time specified, bidder will forfeit the bid security and the City of Lincoln may cancel the bid acceptance and sell the equipment elsewhere.

### **3. BIDDER'S REPRESENTATION**

- 3.1 Each bidder represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit or not to submit a bid for the purpose of restricting competition.

### **4. BID EVALUATION AND AWARD**

- 4.1 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 4.2 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 4.3 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.
- 4.4 The equipment will be available immediately upon notification of award of bid.
  - 4.4.1 The successful bidder shall make payment and transport the equipment from City property as soon as possible.
  - 4.4.2 Please indicate on the Proposal Form the earliest date on which payment and removal of equipment can be made.
  - 4.4.3 Payment date may be a factor in the award of bid.

### **5. LAWS**

- 5.1 The Laws of the State of Nebraska shall govern the rights, obligations and remedies of the Parties under this bid and any agreement reached as a result of the award of bid.

### **6. DISCLAIMER**

- 6.1 The equipment is being offered for sale on an "as-is, where-is" basis.
- 6.2 The City of Lincoln makes no warranty, guarantee or representation of any kind, either expressed or implied, as to the condition, utility or usability of the equipment offered for sale.

**PROPOSAL FOR**  
**Eleven (11) each Used Audio Hearing Testers**  
**SPECIFICATION NO. 06-099**  
**BID OPENING TIME: 12:00 NOON**  
**DATE: March 15, 2006**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

ADDENDA RECEIPT: The receipt of addenda to the specifications numbers through are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

**BIDDING SCHEDULE**

<u>Item</u>	<u>Brand</u>	<u>Model</u>	<u>Serial Number</u>	<u>Approx Age</u>	<u>Offer</u>
1.	Maico	MA25	33499	5 years	\$_____
2.	Maico	MA12B	11905	30 years	\$_____
3.	Maico	MA19	23632	30 years	\$_____
4.	Maico	MA19	29715	30 years	\$_____
5.	Beltone	119	118393	30 years	\$_____
6.	Beltone	119	11B3976	30 years	\$_____
7.	Beltone	119	1281137	30 years	\$_____
9.	Maico	MA19	11B3976	30 years	\$_____
10.	Maico	MA27	14334	30 years	\$_____
11.	Maico	MA19	22832	30 years	\$_____
				Total	\$_____
12.	Payment/Removal Date_____.				

**A 5% Bid Security is Required**

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.**  
**MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC. 06-099**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. BOX

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE      ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE No.      FAX No.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
ESTIMATED DELIVERY DAYS

Bids may be inspected in the Purchasing Division during normal business hours after tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: [lincoln.ne.gov](http://lincoln.ne.gov) Keyword: **Bid** The Intent to Award will be listed on the website when a recommendation is received from the Department.